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12 Feb 04
Addendum #2

RFP# B03355

Title: Commercial and Industrial Equipment and Supplies

Submission Deadline: 26 Feb 04 @ 2:00 PM

*****ATTENTION*****

PLEASE NOTE THE FOLLOWING: Five (5) days prior to the RFP response due date, a final addendum will be posted on the RIVIP website (www.purchasing.ri.gov). The final addendum is meant to ensure the Bidder has read and is in compliance with all previous addendums for this RFP and has downloaded all pertinent information for this bid. To be considered responsive to this RFP, the Bidder must print, sign and date, and submit a hard copy of the final addendum with an original signature with the Bidder's RFP response.

Addendum #2 includes three (3) changes to the RFP Text:

(1) On page 18, Section A.21, "Company Information" should read:

Please provide detail on your company size, financial performance and history.


(2) On page 18, Section A.22, "Customer References" should read:

Please provide three customer references, with a focus on government customers if possible.

(3) On page 23, Section E, "Off-Contract List Pricing Proposal", the first two bullets should read:

- A percentage discount off of list to cover off-contract items specific to the Trade "T" or Commercial / Industrial price list or schedule, or the price sheets published by either National Price Service or Trade Service Corporation (for Electrical Supplies)
- A copy of the price sheets or schedule with list prices for its entire selection of products and or a website with complete list price information on all items.

Additionally, Addendum #2 includes questions and answers from the Pre-Bid Conference


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Questions from Pre-Bid Conference

February 12, 2004

1. Are Bidders required to bid on all products within a subcategory?

No. Several contract award scenarios exist, and final award decisions will be based upon Rhode Island's evaluation of vendor proposals. Rhode Island may elect to a) award all products covered in this RFP to a single vendor; b) award each category to a different vendor; or c) award to multiple vendors within each category. Although it is the State's general intent to award a single contract pursuant to this offer, the State will award multiple contracts if it is in the best interest of the State.

2. For off-contract items, can the Bidder provide a discount off of list from a vendor catalog?

No. Discounts for Off-Contract items are to be applied off the manufacturer's standard packaging column from the Trade "T" or Commercial / Industrial price list or schedule or most aggressive price. For example, a 60% discount equals the list price items times a multiplier of .40. The Bidders price must be quoted as the best column minus X %.

For Electrical Supplies Off-Contract items, the Bidder must subscribe to and base pricing on the price sheets published by either National Price Service or Trade Service Corporation. Pricing shall be based on what is commonly referred to as the third, last or best column. Your price must be quoted as the best column minus X %.

3. Clarify the 24-hour live telephone access requirement for order placement (section III A.2 of RFP Text)

Bidders must indicate the company's ability to meet the requirements of section III, A.2 of the RFP Text, including detailed information on typical procedures for placing and verifying orders. While a majority of orders will be placed during normal working hours, Bidders should include details on responsiveness to orders placed after normal working hours or on weekends.

4. Clarify the compliance management requirements (section III A.4 of RFP Text)

Per section III A.4 of the RFP Text, State of Rhode Island Contract Users are required to purchase only On-Contract products and services, unless authorized otherwise. Rhode Island expects any selected Contractor(s) to be able to actively support compliance with this requirement. Bidders must provide details on how their ordering systems help to manage compliance, including information for orders placed via facsimile or those placed online. Bidders must also be able to describe the process by which those systems can authorize approved compliance exceptions.

5. Is pricing to be fixed for three (3) years? Can a discount off of list be proposed instead?

The State is requesting fixed pricing for three (3) years for On-Contract items. For Off-Contract items, the Bidder is required to provide the catalog or source for proposed discount off of list pricing. This catalog or source may be updated at standard intervals (i.e. quarterly or annually), the time period of which may be suggested by the Bidder as part of the proposal process.

6. What percentage of the overall Rhode Island spending is represented by the On-Contract list?

A percentage is not available. Bidders can use the estimated quantities provided in the Pricing Grids to determine the approximate percentage of overall spending from an item or category.

7. For section I.H Terms and Conditions of the RFP Text, how does a Bidder document exceptions?

Bidders are asked to provide a detailed description of any exceptions to the Terms and Conditions, and explain why a specific requirement cannot be met. The proposed exceptions are to be included with the Bidder's RFP response.

8. What factors will be negotiated with the finalists?

Per section 6.3.2.3 of the State of Rhode Island Procurement Regulations, the State reserves the right to negotiate with the top three (3) vendors regarding any and all aspects of the bidder's response.

9. Clarify the price to be reported per section III A.15 of the RFP Text. Is vendor's list price or manufacturer's list price required?

The required reporting will coincide with the Bidder's source for determining pricing for off-contract items. In accordance with the answer to Question #2 above, the manufacturer's list price from the Trade "T" or Commercial / Industrial price list or schedule must be reported. For electrical supplies, the manufacturer's list price from either the National Price Service or Trade Service Corporation must be reported.

10. How is customer service defined and reported per section III A.12 of the RFP Text?

The State is requesting that the vendor propose a definition and examples of customer service, and the associated reports..

11. Clarify section III A.21 and A.22 as no worksheet is provided.

See changes to the RFP Text at the beginning of this Addendum.

12. On the Electrical Supplies Pricing Grid – C.1, Line # 28, clarify the Unit of Measure (UOM).

The UOM is EACH, meaning each wood reel.

13. How were paint standards established?

Paint standards were established based on input from the Category Evaluation Team, comprised of state employees from various state departments, agencies, and institutions of higher education.

14. For substitute products not on an acceptable brands list, does the vendor submit a one-page summary of product specifications and industry ratings?

Yes. This is to be submitted with the Bidder's RFP response.

15. How does the State plan to deal with products that are now part of the On-Contract List but may be non-compliant with certain regulations in the future? (ex. Paint)

The State is bidding on products currently required. The State will address non-compliance issues as they arise. Bidders reserve the right to submit, as an addendum, an analysis of products that may become non-compliant and include compliant substitutes in this RFP response.

16. For products whose price is market driven (i.e. copper or aluminum), how will prices be compared? Additionally, how will pricing be determined, since prices cannot be fixed for three (3) years?

Commodity products will be compared based on market value the day the RFP response is received. Longer term pricing for market driven products will be determined during final negotiations. Bidders should feel free to submit, as an addendum, explanations or proposals of how pricing will follow the markets.

17. How are Material Safety Data Sheets (MSDS) to be distributed? Is direction to a website acceptable?

MSDS are to be distributed with each order. Clearly specified website direction is acceptable.

18. How were annual quantities of On-Contract items estimated?

Quantities are based on vendor historical usage reports, department or agency historical usage reports, and/or interviews with department or agency representatives.

19. Will samples be required?

The State reserves the right to request samples from any or all Bidders. Samples will most likely be requested from finalists.

20. How often will the On-Contract list be reviewed and/or adjusted?

The On-Contract list will be reviewed at least annually to determine accuracy and required product adjustments.

21. Will prices be announced at the RFP opening?

No, prices will not be revealed at the RFP opening.

22. How long from RFP submission to contract award?

The State expects to award contract(s) within sixty (60) days of RFP submission.

END